

AIM Attendance Collection Test Window Count via Data Upload



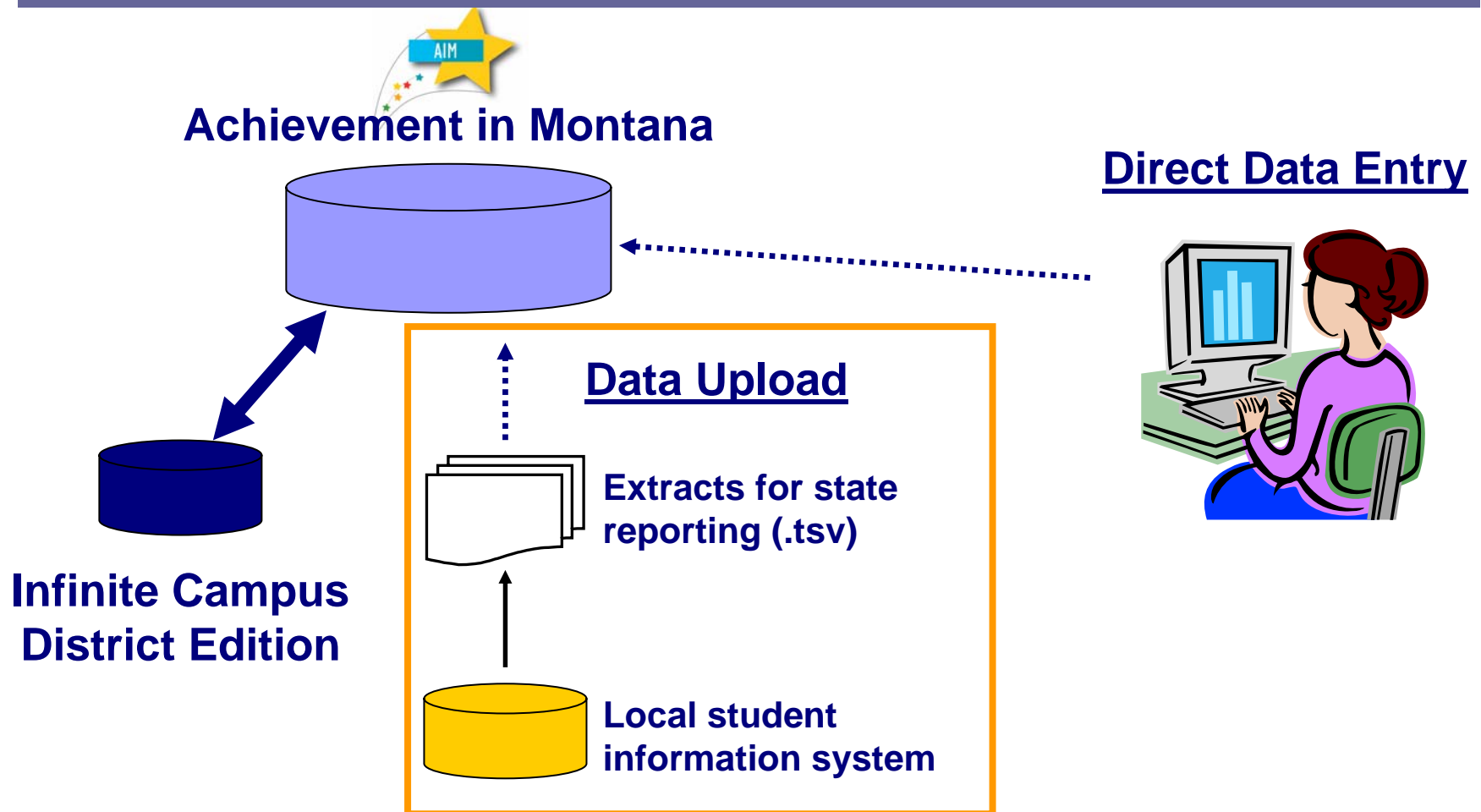
Agenda

1. Overview and purpose
2. AIM Navigation
3. Prerequisites
4. Create TSV file for Attendance
5. Using Excel
6. Validate & Test then Upload
7. Verify data
8. Who to call for help

Overview of Process

- The Attendance Collection will provide data for State and Federal reporting requirements and AYP calculations.
- The collection will take place 3/12/07 through 4/15/07.
 - Schools must submit attendance as of the **last day of the school's testing window**. If the student is not scheduled for classes on the Testing Count Date, report attendance on the next regularly scheduled school instruction day for the student.
 - Schools must submit aggregate hours of instruction for all students enrolled on the last day of the school's testing window.

Overview of Process



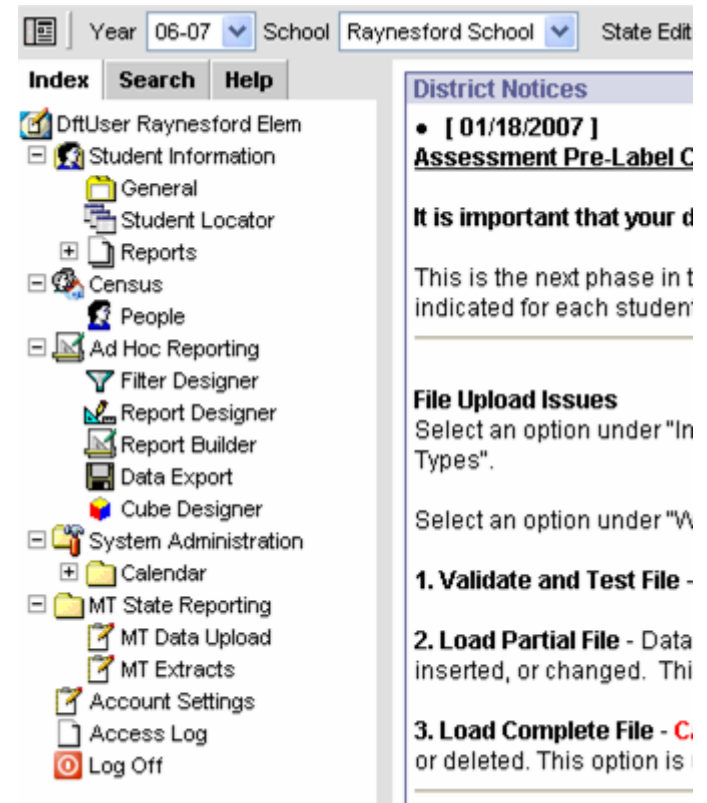
Connecting to AIM

- Web Address (URL):
<https://aim.opi.mt.gov/mtstate/aim.jsp>
- User name and password,
sent by OPI on Sept 1, 2006 to
the Authorized Representative
- If you are unable to locate your
password, please call the OPI
Helpdesk at 406-444-3448.

A screenshot of the Infinite Campus State Edition login interface. At the top, it displays the Infinite Campus logo and the text "State Edition" and "Version: 2007.1". Below this, the title "Montana AIM" is centered. The login form consists of two input fields: "User Name:" and "Password:", each followed by a white rectangular text box. Below the password field is a blue "OK" button.

AIM Navigation

- Index items are visible based on the permissions given to a user.
- Attendance information is found in Student Information > General, the State Reporting Fields on the Enrollments tab

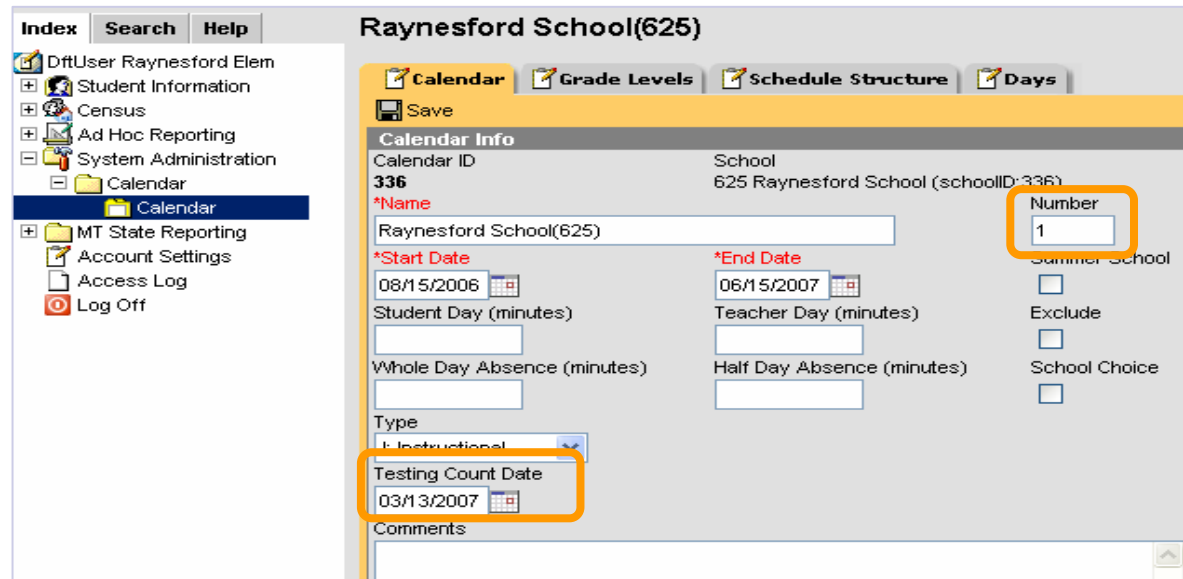


Prerequisites

- If you have not generated **state IDs** for your students or entered **enrollment** information, you will need to do this before proceeding.
- Instructions can be found on the **AIM website** at www.opi.mt.gov/itprojects/aim.html under the **Training and Instructions** tab,
State ID Assignment and Student Demographics,
File Upload Tutorial - Student Demographics.pdf
AND
Assessment Pre-Label Collection,
File Upload Tutorial - Enrollment.pdf

Configure Calendar

- Navigate to System Administration > Calendar > Calendar
- Enter the last day of your school's testing window in **Testing Count Date**
- **Save**
- Repeat for each school in the district
- Double-check the **Calendar Number** assigned to each school/calendar

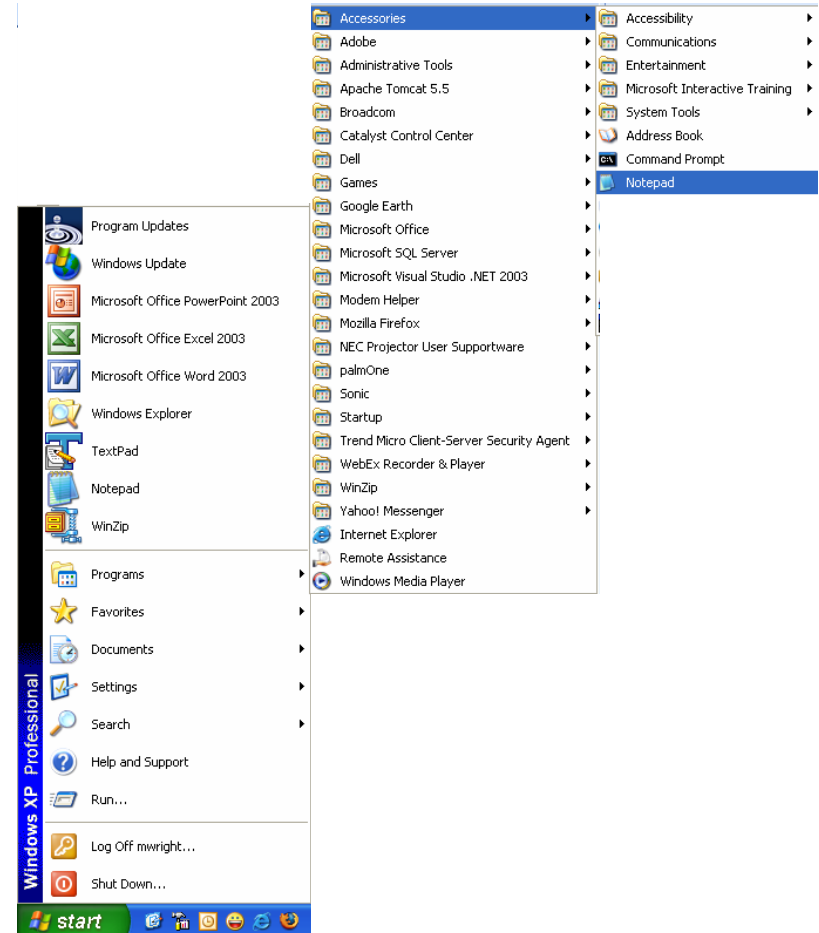


TSV Upload Overview

- To enter Attendance Collection information for your District, you will upload a TSV file
- “TSV” stands for “Tab Separated Values”
- A TSV is a text file with pieces of information separated by tabs

Every TSV File

- Has a file name in a particular format
- Has a Header row “HD”
- A row of information for each Student who is currently enrolled
- Can be created in a simple text editor program such as Notepad, Textpad or TextEdit



Attendance Collection TSV file - Example

```

HD> 04/01/2007> 13:00:00> MT1.3↓
AT> 471>625>1> 952656304> Woodhouse> Emma> 0.33> F↓
AT> 471>625>1> 811514351> Knightley> George> 1> H↓
AT> 471>625>1> 217549700> Churchill> Frank> 0> F↓
AT> 471>625>1> 409439720> Fairfax>Jane> 0> F↓
AT> 471>625>1> 179345869> Smith> Harriet>1> F↓
AT> 471>625>1> 241367901> Martin> Robert> 0> F↓

```

- *The faint gray arrows indicate tab characters.*
- *Notice that the columns may or may not line up.
The important thing is the correct pieces of information separated by the correct number of tabs.*
- *If a piece of information is blank, make sure to include the tab as a placeholder.*

TSV File Name and Header Record

- See document “AIM File Specifications v1.3” for complete specification.

- File name

Format: *[legal entity #]_date.tsv*

Example: *471_04012007.tsv*

- The Header Record is the first line of the file

Format:

- Type of record – always “HD”
- Date (MM/DD/YYYY)
- Time (HH:MM:SS) Military Time
- Version – “MT1.3”

Example: *HD > 04/01/2007 > 11:00:00 > MT1.3*

Attendance Record Requirements

Record Type (required)	District Number (required)	School Number (required)	Calendar Number (required)	Student's State ID (required)
Always "AT"	Legal Entity Number. Omit any leading zeros (String, up to 4 characters)	Omit leading zeros (String, up to 4 characters)	Unique number for the calendar, usually "1" (assignable by each district)	9 digits (String)

Last Name	First Name	Test Window Count Absent (required)	Aggregate Hours of Instruction (required)
Up to 40 characters (String)	Up to 35 characters (String)	Portion of count date absent (decimal). If present all day, then 0. If absent all day, then 1.0. Default if Null = 0.000	See codes following.

Requirements

- Testing Aggregate Hours of Instruction must be reported for all enrolled students on the Testing Count Date.
- Student attendance must be reported in the Testing Absent field for all enrolled students on the Testing Count Date.
 - If the student is not scheduled for classes on the Testing Count Date, report attendance on the next regularly scheduled school instruction day for the student.

Testing Count Date is the last day of the school's testing window.

Codes for Aggregate Hours

Aggregate Hours of Instruction

F	720 + hours
T	540 to 719 hours
H	360 to 539 hours
Q	181 to 359 hours
N	0 to 180 hours

Aggregate hours is the number of hours of pupil instruction for which a school course or program is offered or for which a pupil is enrolled.

Attendance Collection TSV file - Example

- Emma Woodhouse from District 0471, school 0625 normally attends six 40 minute class periods a day.
- Emma was absent for two periods on the test window count date, so her “Test Window Count Absent” is .33.
- She attends four hours of pupil instruction (40 min x 6 = 240 min) of pupil instruction a day for total annualized aggregate hours of 720, so her “Testing Aggregate Hours of Instruction” is F.

```

HD> 04/01/2007> 13:00:00> MT1.3↓
AT> 471>625>1> 952656304> Woodhouse> Emma> 0.33> F↓
AT> 471>625>1> 811514351> Knightley> George> 1> H↓
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AT> 471>625>1> 179345869> Smith> Harriet> 1> F↓
AT> 471>625>1> 241367901> Martin> Robert> 0> F↓

```


Tips for using Excel to create a TSV file

Steps:

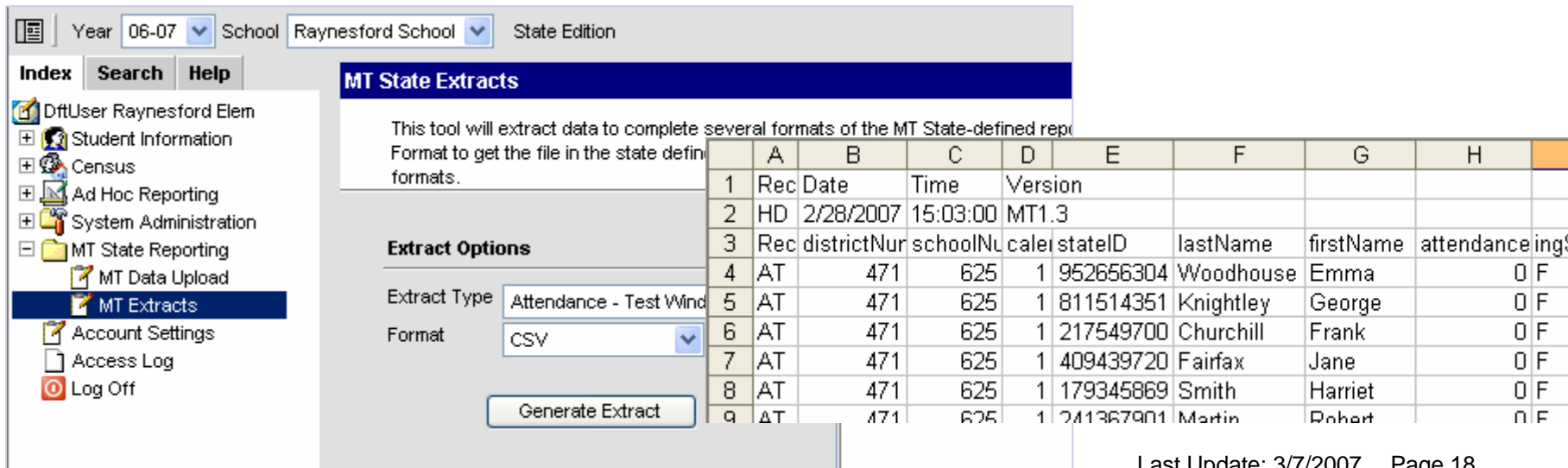
1. Start with an extract
2. Use the template provided
3. Save As Text (Tab delimited)
4. Format the Header row in a text program

	A	B	C	D	E	F	G	H	I
1	Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8	Field 9
2	Record Type	District Number	School Number	Calendar Number	State ID	Last Name	First Name	Test Window Count Absent	Test Window Aggregate Hours of Instruction
3									
4									
5									
6									
7									

Tips for using Excel to create a TSV file

Start with an Extract

- From the Index, navigate to MT State Reporting > MT Extracts
 Extract Type Attendance – Test Window
 Format CSV
- This will open in Excel with default information for each student enrolled in the district.



Year: 06-07 School: Raynesford School State Edition

Index Search Help

MT State Extracts

This tool will extract data to complete several formats of the MT State-defined reports. Format to get the file in the state defined formats.

Extract Options

Extract Type: Attendance - Test Window

Format: CSV

Generate Extract

	A	B	C	D	E	F	G	H	
1	Rec Date	Time	Version						
2	HD	2/28/2007	15:03:00	MT1.3					
3	Rec district	Nur	schoolNu	cale	stateID	lastName	firstName	attendance	ingS
4	AT	471	625	1	952656304	Woodhouse	Emma	0	F
5	AT	471	625	1	811514351	Knightley	George	0	F
6	AT	471	625	1	217549700	Churchill	Frank	0	F
7	AT	471	625	1	409439720	Fairfax	Jane	0	F
8	AT	471	625	1	179345869	Smith	Harriet	0	F
9	AT	471	625	1	241367901	Martin	Robert	0	F

Tips for using Excel to create a TSV file

OPI has provided an Excel template on the AIM website

- Required fields have red headings

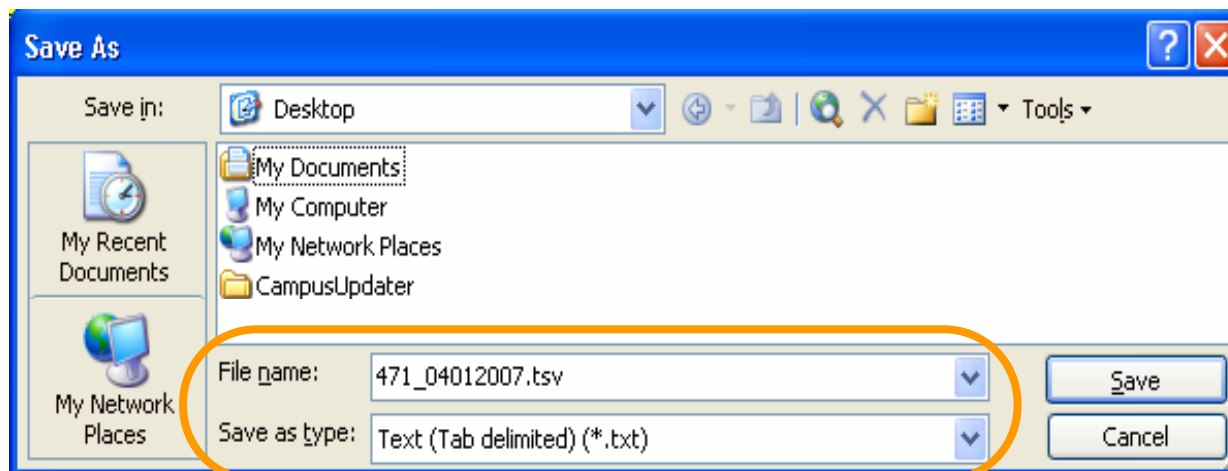
	A	B	C	D	E	F	G	H	I
1	Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8	Field 9
2	Record Type	District Number	School Number	Calendar Number	State ID	Last Name	First Name	Test Window Count Absent	Test Window Aggregate Hours of Instruction
3									
4									
5									
6									
7									
8									
9									

Tips for using Excel to create a TSV file

Saving in the correct format:

- From the **File** menu, select **Save As**
- **Save as type** is Text (Tab delimited)
- Enter correct **File name**

Format: [legal entity #]_date.tsv Example: 471_04012007.tsv



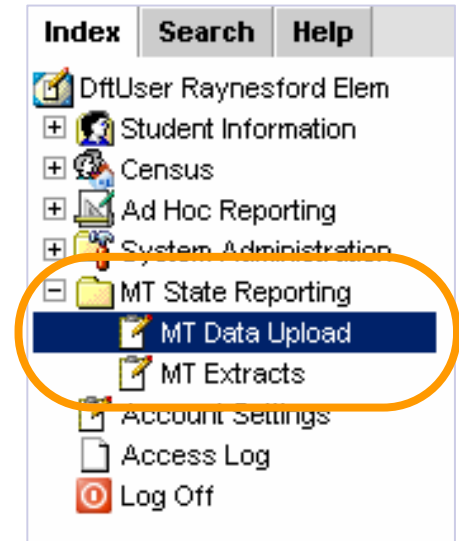
Tips for using Excel to create a TSV file

- If you use column headings during data entry, be sure to delete them before your Save As
- Format the **Header row** in a text program
 - If you include the HD header row in Excel, there will be extra tab characters at the end of the row. Open the TSV file in a text editor program (such as Notepad) and remove the extra tabs.
 - OR leave the HD row out of Excel and add the entire row in the text program.

MT State Reporting > Data Upload

Steps:

1. Navigate to MT State Reporting > MT Data Upload
2. Validate and Test
3. Correct any errors in data file
4. Load Partial File
5. Verify Data



Test File Data

Import type	Attendance – Test Window
Work to Perform	Validate and Test file
File	<i>browse for your TSV file</i>

Import Options

Import Type	Attendance - Test Window	▼
Work to Perform	Validate and Test File	▼
File	C:\471_04012007.tsv	<input type="button" value="Browse..."/> <input type="button" value="Upload"/>

Error Results

- Error results screen will list line numbers and describe the error for each line.
- Correct errors in a text editor program or in Excel.
(If you correct errors in Excel, you will again do a Save As and again fix the Header row.)
- When there are no errors, move on to uploading your data.

Results:

File Name: 471_04012007.tsv
 Processing Started Time: Wed Feb 28 15:15:47 CST 2007.
 Processing Finished Time: Wed Feb 28 15:15:49 CST 2007.
 Total Time To Process File: 1.687 seconds.

0 Records Inserted.
 0 Records Changed.
 0 Records Deleted.
 0 Records No Changes.

Error Count:2

Warning Count:0

Error Detail:

Line Number	Error Message
4	Bad data in field 'Testing Aggregate Hours', column 9. The specified va
6	Bad data in field 'Testing Count Absent', column 8. The specified value

Warning Detail:

Line Number	Warning Message	Content
No Warnings		

Uploading Cleaned Data

- Change **Work to Perform** to **Load Partial File**

Import Options

Import Type

Work to Perform

File

Load Partial vs. Load Complete

- In most cases, use “Load Partial File”
- Use “Load Complete File” **only** if you want to start from scratch and erase previously entered data

State Data Import

Select an option under "Import Type" to specify which record type you are uploading. If the file you upload contains more than one type of record, (i.e. SD and EN records) select "Multiple Record Types".

Select an option under "Work To Perform" to indicate how the file should be processed. There are 3 options:

1. **Validate and Test File** - Only error checking will be performed on the file. A summary report will be generated identifying any errors that were found. No data is imported under this option.
2. **Load Partial File** - Data from the file will **add to or update the current student record** in the AIM system. A summary report will be generated indicating the number of records that were inserted or changed. This option should be used when updating the information on a partial list of students.
3. **Load Complete File** - **CAUTION** Data imported from this file **will replace all existing data** of this type. A summary report will be generated indicating the number of records that were changed or deleted. This option is useful for deleting any data that was previously entered and replacing it with the contents of the uploaded file.

Import Results Summary

- Import Results Summary screen will show records inserted, changed deleted and no change.
- You can expect to see one record changed for every line in your TSV file

Results:

File Name: 471_02282007.tsv
Processing Started Time: Wed Feb 28 14:31:32 CST 2007.
Processing Finished Time: Wed Feb 28 14:31:34 CST 2007.
Total Time To Process File: 1.032 seconds.

0 Records Inserted.
8 Records Changed.
0 Records Deleted.
0 Records No Changes.

Error Count:0

Warning Count:0

Error Detail:

Line Number	Error Message	Content
No Errors		

Warning Detail:

Line Number	Warning Message	Content
No Warnings		

Verify Data

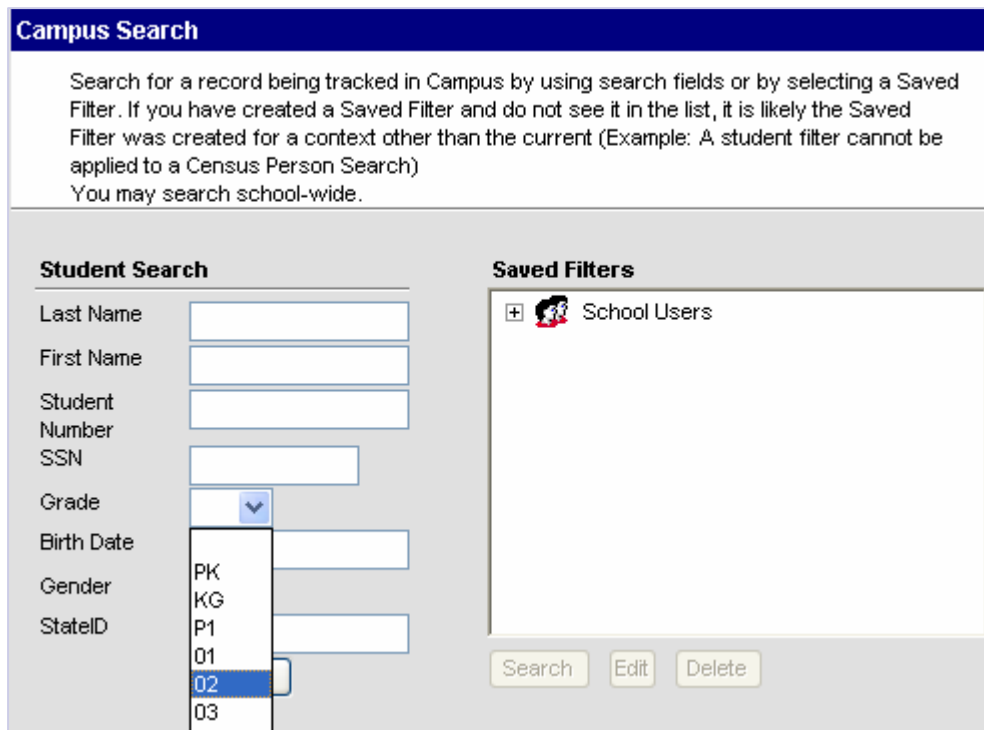
■ Search for a Student to view their Attendance Count information

- Click on the Search tab.
- Search for a: Student
 - Type part of student's last name in the search box. To limit the search further, type comma and first name. To search for all students, leave the box blank or enter a % sign.
 - Go
 - If more than one student matches, click their name to go to their information

Index	Search	Help
Search for a:		
<input type="text" value="Student"/>		<input type="button" value="v"/>
<input type="text" value="Wood"/>		<input type="button" value="Go"/>
Advanced Search >>		
Search Results: 1		
08 Woodhouse, Emma A #952656304		

Advanced Search

- Using Advanced Search, you can search for students by Grade.

A screenshot of the "Campus Search" web application. The interface has a dark blue header with the title "Campus Search". Below the header is a white box containing instructions: "Search for a record being tracked in Campus by using search fields or by selecting a Saved Filter. If you have created a Saved Filter and do not see it in the list, it is likely the Saved Filter was created for a context other than the current (Example: A student filter cannot be applied to a Census Person Search) You may search school-wide." The main area is divided into two panels. The left panel, titled "Student Search", contains several input fields: "Last Name", "First Name", "Student Number", "SSN", "Grade" (a dropdown menu with "02" selected), "Birth Date", "Gender", and "StateID". The right panel, titled "Saved Filters", shows a list with one item: "School Users" with a small icon to its left. At the bottom of the "Saved Filters" panel are three buttons: "Search", "Edit", and "Delete".

Campus Search

Search for a record being tracked in Campus by using search fields or by selecting a Saved Filter. If you have created a Saved Filter and do not see it in the list, it is likely the Saved Filter was created for a context other than the current (Example: A student filter cannot be applied to a Census Person Search)
You may search school-wide.

Student Search

Last Name

First Name

Student Number

SSN


Grade

Birth Date

Gender

StateID

Saved Filters

+  School Users

Search Edit Delete

Student Information – Enrollment Tab

- Click on the student's Enrollment tab
- To view the detailed data, click on the enrollment in the Enrollment Editor

Woodhouse, Emma A

Grade: **08** #**952656304** DOB: **02/25/1993** Gender: **F**



Summary

Enrollments

Programs

Assessment



Print Enrollment History



New

Enrollment Editor

Edit	Grade	Type	Calendar	Start Date	End Date
	08	P	Raynesford Elem Raynesford School(625)	08/22/2006	
<i>Start Status: 02 Continued enrollment same school, no interruption</i>					
<i>End Status:</i>					

State Reporting Fields and Special Ed Fields

- Expand the section for State Reporting Fields
- View the information to verify that it matches the upload

Index Search Help

Search for a:

 Go
[Advanced Search >>](#)

Search Results: 1
 08 Woodhouse, Emma A #952656304

Woodhouse, Emma A
 Grade: 08 #952656304 DOB: 02/25/1993 Gender: F

Summary Enrollments Programs Assessment

Save Delete Print Enrollment History New

+ General Enrollment Information

+ Graduation

- State Reporting Fields

State Exclude
☐

Attendance and Enrollment Information

Fall Attendance Count

Fall Aggregate Hours of Inst. **Fall Absent**

Spring Attendance Count

Spring Aggregate Hours of Inst. **Spring Absent**

Test Window Attendance Count

Testing Aggregate Hours of Inst. **Testing Absent**

Correcting Errors

If the data you attempt to verify is not correct

1. Double check your TSV or Excel file, especially the student's State ID
 - If you have incorrect data in your file, fix it, then go back to Validate & Test and Load Partial File
2. If the data is correct in your file, but does not show correctly in the AIM system
 - Make sure you completed the Load Partial File step (rather than just "Validate & Test")
 - Call for technical help

Who to Call for Help

- Login and Password Information
 - OPI Help Desk – 406-444-3448
- Questions on data elements
 - Nicole Weissman, Student Records Manager
406-444-3495
 - Sara Loewen, Data Resource Administrator
406-444-3494
- Technical questions
 - Infinite Campus Help Desk 1-888-461-2004
- Other questions
 - Dave Nagel, Project Manager – 406-444-1641

ePass Secure File Transfer

- Use the Secure File Transfer Service through ePass Montana when sending files with student data to the AIM support staff at OPI.

- Directions for setting up an ePass account and accessing the Secure File Transfer Service are available at

<http://www.opi.mt.gov/pdf/itprojects/AIM/Documents/Technical%20Documentation/ePass%20File%20Transfer%20Instructions.pdf>

The screenshot shows the ePass Montana website interface. At the top is the 'mt.gov' logo and a navigation bar with links: About Montana, Tourism & Recreation, Working & Living, Online Services, Business, Government, and Education. Below this is a 'Welcome to ePass Montana' section with links for Instructions, How Do I, and Feedback. A central message states: 'ePass Montana is a convenient and secure way to use your state government services. State agencies may request your username, but will never request your password. Never share your password with anyone.' Below this message are two main sections: 'Existing Customer' and 'New Customer'. The 'Existing Customer' section has fields for Username and Password, a 'Forgot your password?' link, a 'Montana State Employees' link, and a 'Login' button. The 'New Customer' section has a message: 'Create an ePass Montana account by selecting the button below:' and a 'Create an Account' button. At the bottom is a green footer bar with links for Privacy & Security, Accessibility, Contact Us, and Search, along with the 'mt.gov' logo.